

# Report 1

1. **Date:** 19/02/2013

2. **Present:** Bob Verschueren, Tinus Michiels, Jeroen van Aert, Jef Van Den Bergh, Sam Jansen, Alexander Meynen

3. **To-do-list:**

<b><u>Task</u></b>	<b><u>Date Deadline</u></b>	<b><u>Responsible Teammembers</u></b>	<b><u>"OK?" I/N</u></b>	<b><u>Remarks</u></b>
Gantt chart update	22/02	Bob, Jeroen	J	
Sending documents + WIKI	22/02	Jef, Alexander	J	
Blog Update	26/02	Alexander	J	
Assignment solar panel characteristics	22/02	Everyone	J	
Updating Cooperation Contract	22/02	Jef, Sam	J	
Typing report	26/02	Sam, Alexander	J	

4. **Besproken items:**

- Determining Gantt chart hours
- Checking assignment

**Date next meeting:** 26/02